



## **Facility Submission Guide**

October 2002



### **U.S. Environmental Protection Agency**

Chemical Emergency and Preparedness Office  
Washington, DC



### **National Oceanic and Atmospheric Administration**

Office of Response and Restoration/  
Hazardous Materials Response Division  
Seattle, WA

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# Introduction

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Tier2 Submit is a software program developed by the Environmental Protection Agency (EPA) and National Oceanic Atmospheric Administration (NOAA) for use by facilities to enter and submit Emergency Planning and Community Right-to-Know Act (EPCRA) 311/312 chemical information, commonly known as **Tier II reports**. Tier2 Submit will allow users to enter multiple facilities, chemicals and contacts. The program also includes many of the state's additional data requirements.

Tier2 Submit is designed to assist facilities: Enter, store, print and export Tier II information to State Emergency Response Commissions (SERCs), Local Emergency Planning Committees (LEPCs) and Fire Departments. Tier2 Submit is designed to help the reporting facility enter the data efficiently and submit the electronic information easily.

Tier2 Submit is organized in three modules (parts):

- **Facilities module** - where the user enters their business name, address, Standard Industrial Code, etc.
- **Contacts module** - where the user enters addresses and phone numbers for the facility's owner/operator, emergency contact, and other contacts
- **Chemicals in Inventory module** - where the user enters chemical property and storage information, etc.

The user can navigate to each of these modules freely to add, delete or edit the information. Tier2 Submit has virtually unlimited capacity so even companies with thousands of facilities can use the software effectively. Tier2 Submit is also designed with basic and advanced search features, so facilities, SERCs, LEPCs and Fire Departments can search by county or State for efficient regulatory submission or emergency planning tasks.

## Here are some important points before you get started:

- Before you get started please check your State's 2002 Tier II reporting requirements. You can do this by reviewing State requirements at <http://www.epa.gov/ceppo/tier2.htm> to determine the method(s) they accept.
- There will be a new version of Tier2 Submit available for download every year. Users must download the new version each year to properly update reporting requirements. **Please only use Tier2 Submit 2002 to report Tier II information to SERCs, LEPCs and Fire Depts for the 2002 reporting year.**
- If you should require assistance with downloading or have additional questions, contact the RMP Reporting Center at: (301) 429-5018 ( 8am-4:30pm M-F ) or via e-mail at: [userrmp.usersupport@csc.com](mailto:userrmp.usersupport@csc.com)
- For answers to questions about completing your **Tier II information**, please see the EPCRA Questions and Answers: <http://www.epa.gov/ceppo/q&a.html#epcra> or contact the Environmental Protection Agency RCRA, Superfund & EPCRA Call Center at 1-800-424-9346 or TDD (800) 553-7672.

# What do I need to get Started

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## **Hardware Requirements**

PC: Intel-compatible Pentium-class computer; 32 MB RAM, hard disk drive with 50 MB of free hard drive space, VGA color display.

Macintosh: Power Macintosh or Macintosh OS computer with a PPC 601 or higher processor; hard disk drive with 100 MB of free hard drive space

## **Software requirements**

PC: Windows 95, 98, NT 4.0 (Service Pack 3), 2000 Professional, XP or ME

Macintosh: System 8.6 or later

**Note:** Mac users with OS X, will need to run Tier2 Submit in Classic mode (you can set Classic mode under System Preferences). You'll also need to run your web browser in Classic mode in order to use the Tier2 Submit User's Manual.

### You also need an Internet browser

Internet Explorer 4.0 or later  
Netscape Navigator 4.7 or later

## Installation procedures

**Warning: 2001 Users! - DO NOT DELETE your 2001 copy of Tier2Submit - You may need your old version (Tier2Submit) to export your data into the new version (Tier2Submit2002).**

**To import last year's Tier2 Submit data into Tier2 Submit 2002 - see the step by step instructions on page 19**

- Go to <http://www.epa.gov/ceppo/tier2.htm> and follow the instructions for downloading Tier2 Submit 2002.


**Note:** The software can take up to 15 minutes to download from a dial up connection

- After the software has downloaded click on the Tier2Submit Installer icon and follow the on screen instructions (Click "Next" and then "Finish" - This will create a Tier2Submit2002 folder on your computer's C drive).

## Using the Software

Now that you have downloaded the software, you are ready to begin entering your data. The pages that follow will take you step by step through entering and submitting your facility data.

Some points to remember:

- There are three parts to the instructions **Entering Data**, **Validating Data** and **Submitting Data**.
- Federally required fields are marked with a blue asterisk \* State required fields are marked with a red **X**.
- Your data is automatically saved as you enter it, there is no separate "save" function.
- If you need Tier2 Submit field definitions or further explanation just click the  button at the top of any module **for the complete Users Manual**. For more information see Appendix B in this document.
- If you have multiple facilities to enter we suggest you review Chapter 3 in the Users Manual.

# Entering Data

## Facilities module

1. Type in your facility information - fill in all the required fields (marked with a blue asterisk \* ).  
**Note:** Georgia is requiring completion of the County field for the 2002 reporting year.

2. Next proceed to enter the appropriate data in the Location & ID Tab.

## Location & ID

3. Enter the SIC code(s) and any Dun & Bradstreet Numbers if applicable  
**Note:** You must click once into the blank ID type field to bring up the ID type pull down menu.

4. Enter the number of employees at the facility.
5. Enter the facility's Latitude/Longitude if the state has requested it.
6. Enter method of finding Lat/Long and Description of the location if the state has requested it.
7. Click the box "Check if chemicals are identical to last years submission" if applicable.

*Next proceed to the "Contacts" Tab*

## Contacts

**Tier2Submit2002 - [Tier2Facilities]**

File Edit Record Search Scripts Window Help

Contacts View List Chem Inventory List Contact List New Facility Help

**Facilities** Last Modified 9/25/2002

Report Year \* 2002

Facility Name \* ACME Chemical

Street \* 4567 Pratt St.

City \* Baltimore County State \* MD Zip \* 21205

Location & ID **Contacts** State Fields Certification Notes

Double Click on a row to view additional contact information.

Federal Requirements include: Owner / Operator Name\*, mail address\*, phone\* & 1 emergency contact\* with name\* & 24 hr phone\*

Add Contact Remove Contact

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

8. Read the Federal Contact requirements on the window and the additional State Contact requirements (if applicable).
9. Click the "Add Contact" button.
10. Enter the Owner/Operator's contact information. If the Owner Operator is a Business name - enter the Business/Corporation Name in the Last Name field.
11. Choose the phone type from the pull down list then enter the appropriate phone number.

12. Be sure to choose Owner/Operator from the "Contact Type" pull down list (click in the blank field for the pull down list).

The screenshot shows the 'Tier2Submit2002 - [Tier2Contacts]' window. The 'Contacts' tab is active, and the 'Last Modified' date is 10/2/2002. The form contains the following fields:

- First Name: Walter, Last: Smith, Title: (blank)
- Address: 4567 Pratt St, City: Baltimore, State: MD, Zip: 21205, Email: wsmith@acme.com
- Phone Type: Mobile - Cell, Phone #: 410-555-1212 (with 'Delete' buttons)
- Contact Type: Owner / Operator (selected from a dropdown menu)

The 'Contact Type' dropdown menu is open, showing the following options: Owner / Operator, Emergency Contact, Owner / Operator, Regulatory Point of Contact, Submitter, Billing, Mailing, and Other. A red circle highlights the dropdown menu.

13. Click "Done".

14. Click the "Add Contact" button again.

The screenshot shows the 'Tier2Submit2002 - [Tier2Contacts]' window with the 'Contacts' tab active. The 'Add Contact' button is highlighted with a red arrow. The form contains the following fields:

- Location & ID: Name Smith, Walter
- Contact Type: Owner / Operator
- Federal Requirements include: Owner / Operator Name\*, mail address\*, phone\* & 1 emergency contact\* with name\* & 24 hr phone\*
- Buttons: Add Contact, Remove Contact

A red arrow points to the 'Add Contact' button.



15. Enter the first Emergency Contact's information.

**Note:** When entering the facility's Emergency Contact(s) you must choose "24-hour" for the Phone Type.

16. Choose the 24-hour phone type from the pull down list then enter the appropriate phone number.

17. Choose "Emergency Contact" from the **Contact Type** pull down list.

*Feel free to enter any other phone numbers for the Emergency Contact (24 hour number is federally required).*

18. Click "Done".

*Back at the Contacts Tab*

19. Repeat previous steps for the 2nd emergency contact (if applicable) and for any additional state required contacts.

*When all contacts have been entered*

20. Click on the "State Fields" tab.

## State Fields



Location & ID   Contacts   **State Fields**   Certification   Notes

**Delaware requests the following:**

Reporting Status

Site Name

Development / Industrial Park

Site Phone

Site Fax

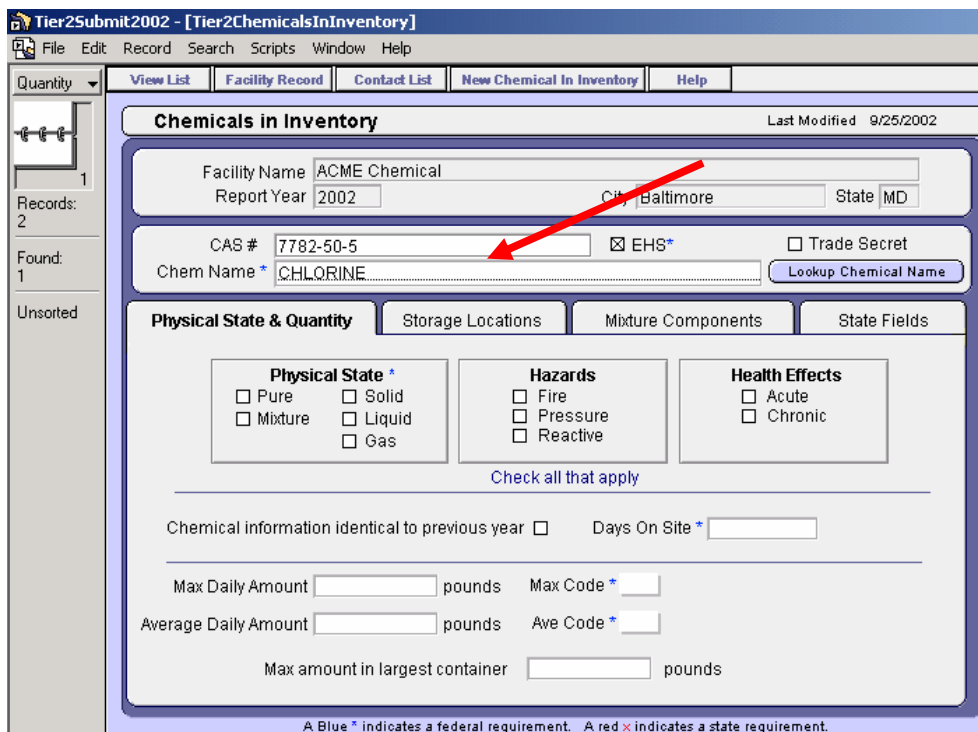
Requested Contacts:  Third Emergency & Regulatory POC  
4th & 5th Emergency Requested

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

21. Enter the appropriate data into any state requested fields.

Next.... click on the [Chem Inventory List](#) hot button at the top of the Facilities module

## Chemicals in Inventory module



**Tier2Submit2002 - [Tier2ChemicalsInInventory]**

File Edit Record Search Scripts Window Help

Quantity View List Facility Record Contact List **New Chemical In Inventory** Help

**Chemicals in Inventory** Last Modified 9/25/2002

Facility Name ACME Chemical  
Report Year 2002 City Baltimore State MD

CAS # 7782-50-5 ☒ EHS\* ☐ Trade Secret  
Chem Name \* CHLORINE [Lookup Chemical Name](#)

**Physical State & Quantity** Storage Locations Mixture Components State Fields

**Physical State \***  
☐ Pure ☐ Solid  
☐ Mixture ☐ Liquid  
☐ Gas

**Hazards**  
☐ Fire  
☐ Pressure  
☐ Reactive

**Health Effects**  
☐ Acute  
☐ Chronic

[Check all that apply](#)

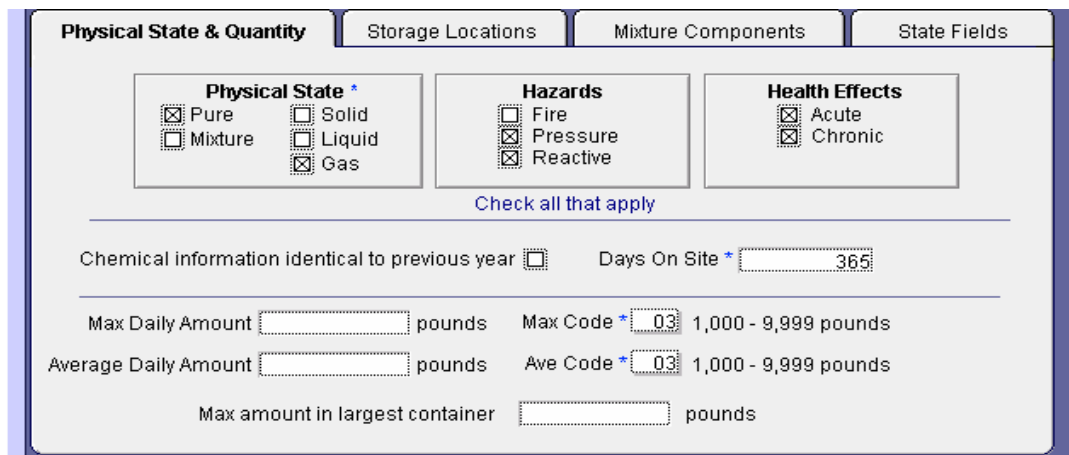
Chemical information identical to previous year ☐ Days On Site \*

Max Daily Amount  pounds Max Code \*   
Average Daily Amount  pounds Ave Code \*   
Max amount in largest container  pounds

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

1. Enter Chemical Name (you can use the "Lookup Chemical Name" feature as a tool but please note that this list includes additional chemicals that are not regulated by EPCRA).
2. The CAS# may have been entered automatically if you used the "Lookup Chemical Name" feature if not, please enter the CAS# if applicable.
3. Check off Extremely Hazardous Substance (EHS) and/or Trade Secret if applicable.

## Physical State & Quantity



**Physical State & Quantity** Storage Locations Mixture Components State Fields

**Physical State \***  
☒ Pure ☐ Solid  
☐ Mixture ☐ Liquid  
☒ Gas

**Hazards**  
☐ Fire  
☒ Pressure  
☒ Reactive

**Health Effects**  
☒ Acute  
☒ Chronic

[Check all that apply](#)

Chemical information identical to previous year ☐ Days On Site \*

Max Daily Amount  pounds Max Code \*  1,000 - 9,999 pounds  
Average Daily Amount  pounds Ave Code \*  1,000 - 9,999 pounds  
Max amount in largest container  pounds

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

4. Check off all **Physical States**, **Hazards** and **Health Effects** that apply.
5. Enter the number of days that the chemical is onsite (1-366).
6. Actual weight of chemical is required in some states; you must enter actual weight in the Average and Maximum fields (if marked with an **X**).
7. All states require the Weight Estimate code. Click the field Estimate Code Average and Maximum field to choose the chemical's weight range from the pull down list.
8. Some states require "Max amount in largest container" enter amount in pounds if applicable.
9. Click the "Storage Locations" tab.

## Storage Locations

The screenshot shows a software interface with four tabs: "Physical State & Quantity", "Storage Locations", "Mixture Components", and "State Fields". The "Storage Locations" tab is selected and circled in red. Below the tabs, there is a section titled "Storage Codes" which contains a table. The table has six columns: "Type", "Press", "Temp", "Location", "Max Amount at Location", and "Unit". The first row of the table contains the values "A", "2", "4", "Warehouse #2 Section 4", and a "Delete" button. Below the table, there is a note that says "Each row represents one storage location".

10. Choose the appropriate Type, Pressure and Temperature storage codes from the pull down lists.
11. Enter the physical location of the chemical into the Location Field.  
(If the location is confidential type "Confidential" into the Location field)
12. Enter the maximum amount of the chemical stored at that particular storage location into the "Max Amount at Location " field and choose the proper unit from the "Units" pull down list (if required).

**Reminder:** Federally required fields are marked with a blue asterisk \*  
State required fields are marked with a red X

13. If the reported chemical is located in multiple places at the facility repeat steps 10-12 for each location of the reported chemical at the facility.
14. If the reported chemical is a mixture click the "Mixture Components" Tab. If the Chemical is a pure substance skip to step 21.

## Mixture Components

The screenshot shows the 'Tier2Submit2002 - [Tier2ChemicalsInventory]' application. The 'Mixture Components' tab is selected and highlighted with a red circle. The form displays the following information:

- Facility Name:** ACME Chemical
- Report Year:** 2002
- City:** Baltimore
- State:** MD
- CAS #:** 7782-50-5
- Chem Name:** CHLORINE
- EHS\*:** ☒ (checked)
- Trade Secret:** ☐ (unchecked)
- Buttons:** 'Lookup Chemical Name' and 'Lookup Component Name'.

Below the tabs, there is a table for mixture components with columns: EHS\*, CAS, Component, %, and Wt / Vol. The table is currently empty.

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

15. Check off the EHS field if the mixture component is an EHS.
16. Enter the CAS number of the mixture component.
17. Enter the Component's Chemical Name into the Component field (you may use the "Lookup Chemical Name" button to find the component's name).
18. Enter the percentage of the component in the mixture and choose either Weight or Volume from the wt/vol field's pull down list.
19. Repeat steps 15-18 if there are multiple components in the mixture.
20. Click the "State Fields" tab.

## State Fields

The screenshot shows a software window with a top header containing 'CAS #' (7664-41-7), 'EHS\*' (checked), and 'Trade Secret' (unchecked). Below this is a 'Chem Name' field with 'AMMONIA' and a 'Lookup Chemical Name' button. A red circle highlights the 'State Fields' tab, which is selected. The main content area is titled 'Delaware requests the following:' and contains a single field: 'Fee classification per substance reported' followed by a red 'x' and an empty input box. At the bottom, a legend states: 'A Blue \* indicates a federal requirement. A red x indicates a state requirement.'

21. Make sure all the appropriate information is entered into any state requested fields.

### **Next...**

22. If the facility is reporting multiple chemicals click the **New Chemical In Inventory** hot button on the top of the window and repeat steps 1-21 for each additional chemical.

*After all the chemicals in inventory have been entered*

23. Click the **Facility Record** hot button from the top of the window.

24. Click the "Certification" Tab.

## Certification

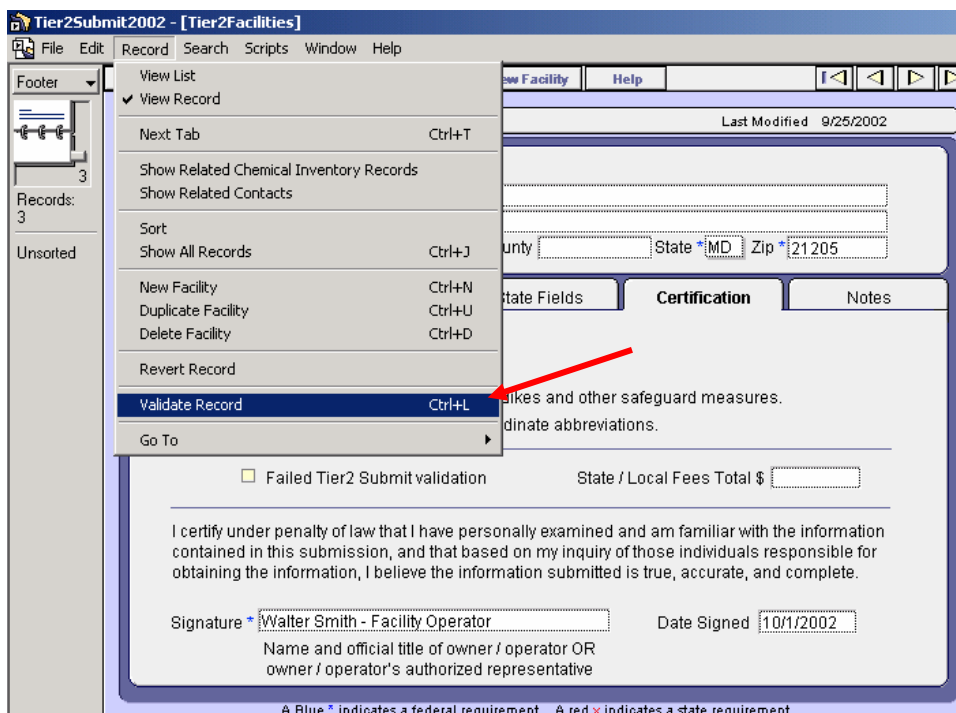
The screenshot shows the 'Tier2Submit2002 - [Tier2Facilities]' application window. The 'Facilities' tab is active, displaying a form for facility information. The 'Certification' sub-tab is selected and circled in red. The form includes fields for Report Year (2002), Facility Name (ACME Chemical), Street (4567 Pratt St), City (Baltimore), County, State (MD), and Zip (21205). Below these are tabs for Location & ID, Contacts, State Fields, Certification, and Notes. The Certification section contains 'Optional Attachments' with three checked boxes: 'I have submitted a site plan.', 'I have attached a description of dikes and other safeguard measures.', and 'I have attached a list of site coordinate abbreviations.' There is also a checkbox for 'Failed Tier2 Submit validation' and a field for 'State / Local Fees Total \$'. A certification statement is provided, followed by a 'Signature' field containing 'Walter Smith - Facility Operator' and a 'Date Signed' field containing '10/1/2002'. A note below the signature field reads: 'Name and official title of owner / operator OR owner / operator's authorized representative'.

1. Check off the appropriate optional attachments if applicable (Some states may require optional attachments).
2. Type in the name of the owner/operator or the owner/operator's authorized representative with official title in the "Signature" Field.
3. Type the date into the "Date" field (e.g. 02/25/2003).

You have finished entering your first facility's chemical inventory information into Tier2 Submit! **Now proceed to validate your data.**

# Validating Data

1. To check all the fields for completion go to the **Record** menu on the top menu bar and click "Validate Record".



2. If any there is any missing data click the "Go to Field" button on the pop up window - If the facility has passed all validation checks click "OK" and skip to the next page "Submitting Data".
3. Enter the missing information into the data field and return to the Facility module. (To quickly navigate to the Facility Record - Go to File from the top menu bar and choose Open, then click "Facilities")

**Note:** You must be in the Facilities module to validate your record.

4. Go to the **Record** menu on the top menu bar and click "Validate Record" again.
5. If there is still missing data repeat steps 1-3. If not click "OK" and skip to the next page "Submitting Data".



# Submitting Data

*Tier2 Submit will only create submissions from the Facilities module - If you are not in the Facilities module - Go to File on the top menu bar then select "Open" and choose Facilities from the list.*

1. Go to the **File** menu on the top menu bar and click "Create Submission".

Tier2Submit2002 - [Tier2Facilities]

File Edit Record Search Scripts Window Help

Open Ctrl+W  
Close  
Import\Export  
Make Validation Report  
Create Submission  
Exit Ctrl+Q

Facility List Contact List New Facility Help

Last Modified 9/25/2002

002  
CME Chemical  
567 Pratt St.  
City Baltimore County State MD Zip 21205

Location & ID Contacts State Fields Certification Notes

**Optional Attachments**

☒ I have submitted a site plan.  
☒ I have attached a description of dikes and other safeguard measures.  
☒ I have attached a list of site coordinate abbreviations.

☐ Failed Tier2 Submit validation State / Local Fees Total \$

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals responsible for obtaining the information, I believe the information submitted is true, accurate, and complete.

Signature Walter Smith - Facility Operator Date Signed 10/1/2002  
Name and official title of owner / operator OR owner / operator's authorized representative

*Found Set is the default and your "Found set" is the one facility you just entered*

2. Click the "Start Submit Validation" button.

Tier2Submit2002 - [Tier2Navigator]

File Edit Scripts Window Help

**Tier2 Submit**

Select records to include for submission:

☐ Current Record (ACME Chemical)  
☒ Found Set (ALL 1 RECORDS)  
☐ All Records

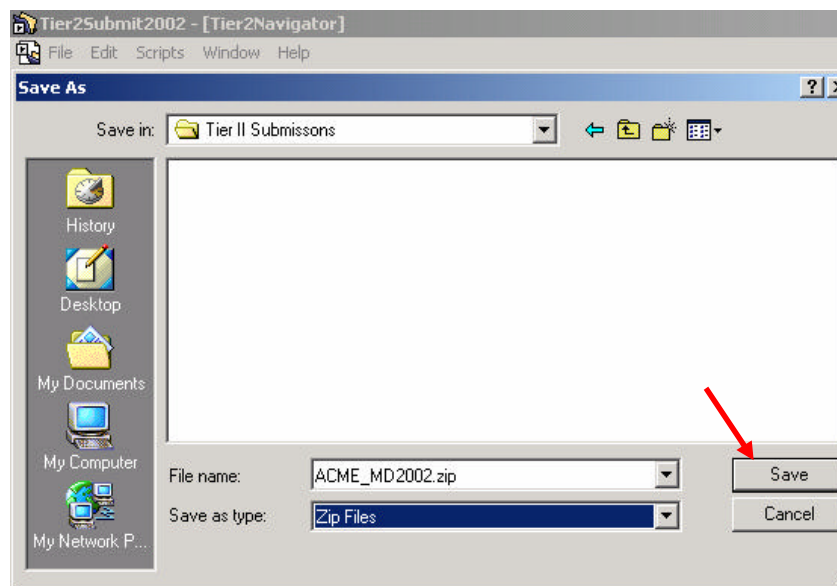
Start Submission Validation  
Cancel

3. Choose either "Create Electronic File" (Go to step 4) or "Create Paper Report" (Go to step 6) as a submission method, whichever your State prefers.

### If you want to submit you data electronically

4. After you have clicked "Create Electronic File" ....in the "Save As" pop up window type the name of the file (we suggest you make a unique facility identifier (e.g.= ACME in Maryland reporting year 2002 = ACME\_MD2002.zip).

**Note:** If your state prefers to receive the Tier2 Submit on diskette please save the facility's Tier2 Submit file on the 3 1/2 floppy (A:) or if your state prefers to have the Tier2 Submit file e-mailed, save the zip file to an accessible directory so it can be attached in an e-mail message.



5. After you have entered a unique filename and chosen the appropriate location to save click the "Save" button and the "Done" button on the next screen.

### If you want to submit your data on paper

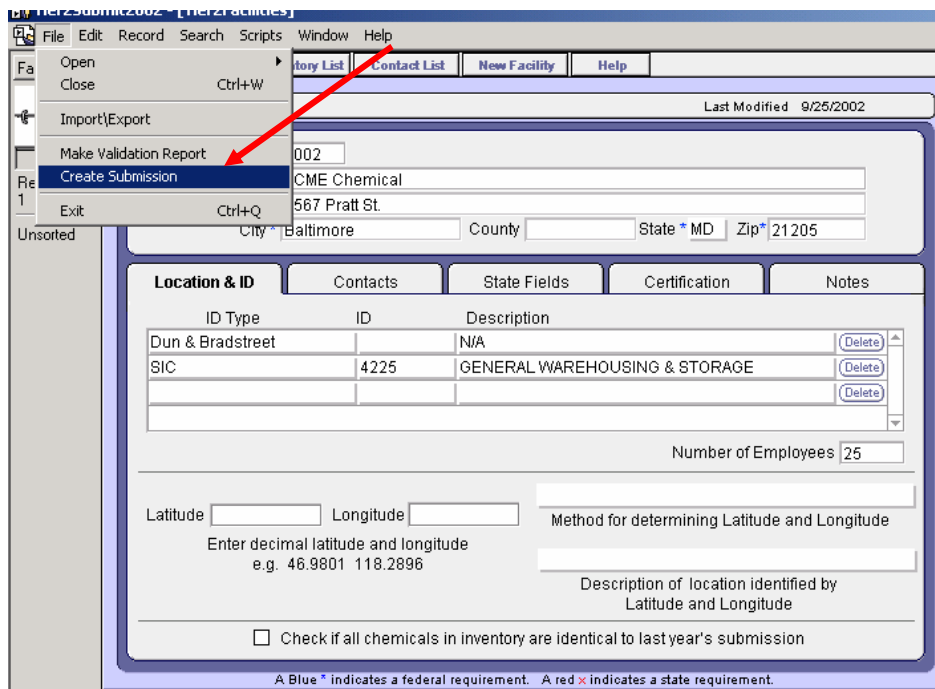
6. After you have clicked "Create Paper Report", click the "Print Report" button.
7. Then click "OK" on the Print set up pop up window.  
(make sure you have selected the correct printer)

**Congratulations!** Now you must either: **A.)** mail the diskette to your SERCs, LEPC and Fire Dept or **B.)** email the zip file to your SERCs, LEPC or Fire Dept or **C.)** mail the printed report to your SERCs, LEPC and Fire Dept.

## Appendix A: Import last year's Tier2 Submit data into Tier2 Submit 2002

**Note:** If you have last year's submission file (zip file created during electronic submission) skip to step 7. If you did not create a submission file last year or cannot locate it, start at step 1.

1. Locate last years Tier2 Submit program.
2. Go to File on the top menu bar and click "Create Submission".



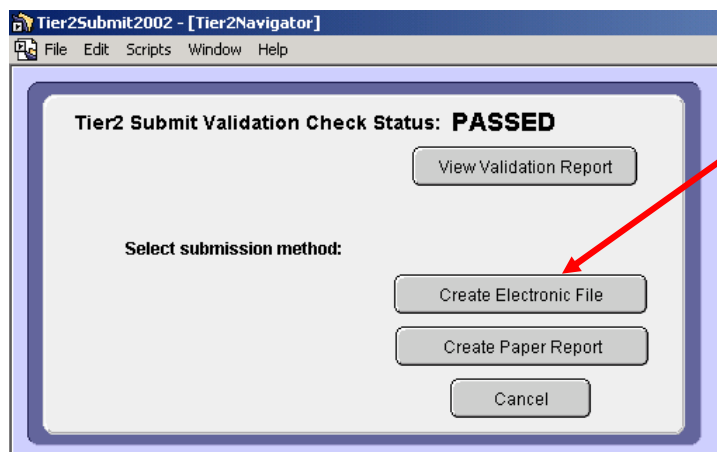
The screenshot shows the Tier2Submit2002 application window. The 'File' menu is open, and 'Create Submission' is highlighted. The application window displays the following information:

- Menu: File, Edit, Record, Search, Scripts, Window, Help
- Buttons: Open, Close (Ctrl+W), Import\Export, Make Validation Report, Create Submission, Exit (Ctrl+Q)
- Fields: ID (002), Name (CME Chemical), Address (567 Pratt St.), City (Baltimore), County, State (MD), Zip (21205)
- Tabbed Interface: Location & ID, Contacts, State Fields, Certification, Notes
- Table:

| ID Type          | ID   | Description                   |        |
|------------------|------|-------------------------------|--------|
| Dun & Bradstreet |      | N/A                           | Delete |
| SIC              | 4225 | GENERAL WAREHOUSING & STORAGE | Delete |
|                  |      |                               | Delete |

- Number of Employees: 25
- Latitude, Longitude fields with a note: "Enter decimal latitude and longitude e.g. 46.9801 118.2896"
- Method for determining Latitude and Longitude
- Description of location identified by Latitude and Longitude
- Check box: Check if all chemicals in inventory are identical to last year's submission
- Footer: A Blue \* indicates a federal requirement. A red x indicates a state requirement.

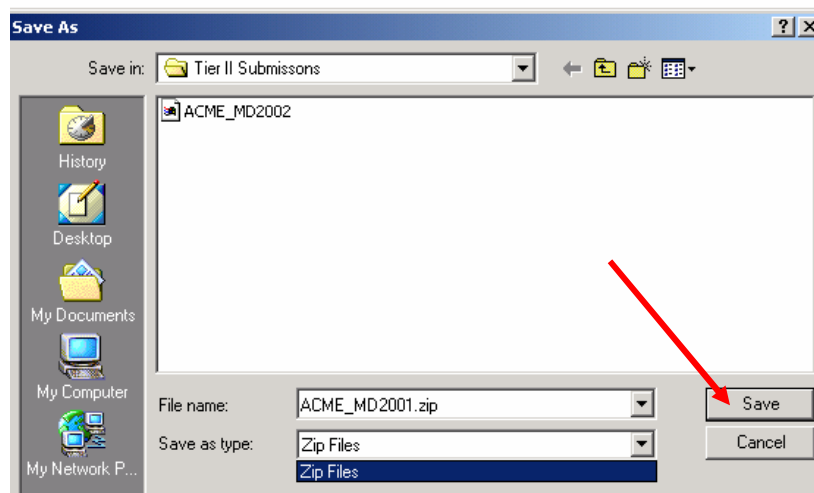
3. Choose "All Records" and click "Start Submission Validation".
4. On the next screen click "Create Electronic File".



The screenshot shows the Tier2 Submit Validation Check Status: PASSED screen. The application window displays the following information:

- Menu: File, Edit, Scripts, Window, Help
- Status: Tier2 Submit Validation Check Status: **PASSED**
- Buttons: View Validation Report, Create Electronic File, Create Paper Report, Cancel
- Text: Select submission method:

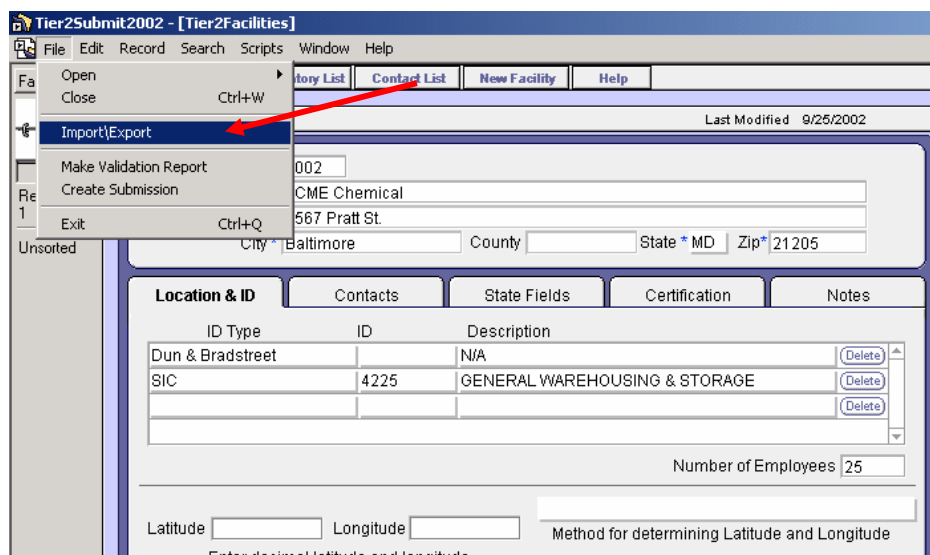
- Next on the "Save As" window, name your submission (e.g. AcmeChem2001.zip) and save it.



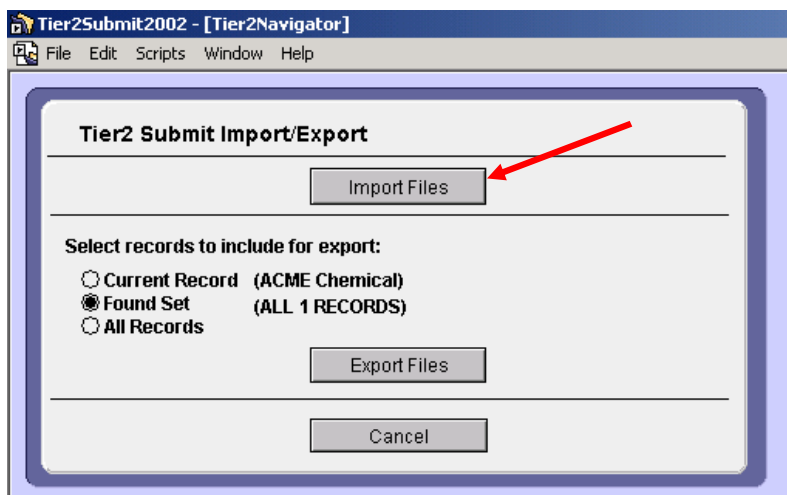
- On the following screen click the "Done" button.

**You have successfully exported your 2001 Tier2 Submit data! Now to import into Tier2Submit2002.**

- Open up the Tier2Submit2002 program.
- From the facilities module Go to **File** from the top menu bar and click "Import/Export".  
( If you are not in the Facilities module go to **File** on the top menu bar and click Open and then select Facilities from the list)



- Click the "Import Files" button on the next window.



10. On the pop up window browse to find the directory where you saved the zip file (Tier2 Submit submission).
11. Highlight the zip file and click the "Open" button.
12. Click "OK" on the next pop up window and then click "Done" on the following screen.


**Congratulations you have successfully imported your 2001 data into Tier2Submit 2002!**

**Now be sure to make any necessary changes in Tier2 Submit for the 2002 reporting year before submitting to SERCs, LEPCs and Fire Departments in March 2003.**

## Appendix B: The User's Manual

The Users Manual is integrated into Tier2 Submit 2002. You can find more detailed information about the program's functions and capabilities. You can also view Tier2 Submit field definitions, see additional State requirements and review EPCRA legislation.

The Users Manual is located with the Tier2 Submit 2002 program. Simply click on the hot button

 in any module or use **Help** on the top menu bar